

Student Qualification Requirements

Applicants must:

- be at least 16 years of age,
- have completed the 10th grade, and
- have a grade point average of 2.8 or higher (students with a lower GPA may be considered).

Graduating seniors are eligible to apply.

Application Process

To apply, submit the following documents:

- 1 a completed application and self identification form,
- 2 a one-page cover letter briefly describing your interest in your community or any area of transportation and explaining why you are interested in this internship, and
- 3 one letter of recommendation from a teacher, principal, counselor, church representative, or employer (two letters are required if GPA is below 2.8).

After an initial screening process, the best-qualified candidates will be notified that they have been selected to interview with the job supervisors.

Interviews will either be conducted in person or by telephone. Every effort will be made to arrange interviews at times convenient to the applicant.

For More Information

For more information, contact MTC's High School Internship Coordinator at 510.817.5807, or e-mail highschool@mtc.ca.gov, or visit MTC's Web site at www.mtc.ca.gov/jobs/high_school/.

About MTC

The Metropolitan Transportation Commission is a regional government agency charged with planning for the transportation needs of all residents in the nine-county San Francisco Bay Area. In this role, MTC is a planner, banker, advocate and operator of certain programs that assist our region's travelers – regardless of how they get around. A 19-member policy board not only directs MTC, but also, since 1998, the Bay Area Toll Authority (BATA) and, since 1988, the region's Service Authority for Freeways and Expressways (SAFE). MTC has sponsored a high school internship program since 2000.



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The purpose of the Metropolitan Transportation Commission's summer internship program is to expose high school students to career opportunities in the field of transportation, and to provide MTC's transportation partners (such as planners at transit agencies or traffic engineers at city and county public works departments) with assistance in completing a special project or filling in where extra help is needed.

The program was conceived by MTC's Minority Citizens Advisory Committee to encourage young people who might not otherwise consider a career in transportation.

Students of all orientations and abilities are strongly encouraged to apply.

How the Internship Works

Approximately 25 summer internships are available throughout the nine counties of the San Francisco Bay Area: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano and Sonoma.

Each year the work site locations will vary and are posted on MTC's Web site at www.mtc.ca.gov in the spring.

Students are paid a competitive hourly wage.



Students will generally work Monday through Friday, 8 am to 5 pm (there may be some exceptions), up to 40 hours per week.

Most internship positions are flexible and designed to meet the needs of the student. Students may work full-time or part-time for up to eight weeks between the months of June and August.

Internship activities vary depending on the needs of our partner agencies and the skill set and interests of the intern.

How You Will Spend Your Summer

While you will undoubtedly be spending most of your time with the agency you have been hired to work with, MTC will offer excursions that provide the advantage of learning first hand about current transportation matters in the Bay Area.

As the internship comes to a close, you will be provided an opportunity to present what your internship has taught you about transportation in your community. This is a great opportunity to use your creativity in sharing the exciting work you have been involved with for the summer.

Minimum Skills Agencies Are Seeking

- Basic computer skills (Word & Excel) and basic math
- Communication and customer service skills
- Eagerness to learn something new and challenging
- Willingness to work in an office or in the field
- Ability to get around on public transportation
- Ability to perform basic office tasks, such as typing, maintaining files, conducting research and compiling information from files

Some Typical Intern Assignments

- Assist in the survey of city sidewalks to identify obstructions for Americans with Disabilities Act compliance
- Assist with transit scheduling and participate in train-ride observation checks
- Learn to use geographic information system (GIS) software to assist with support tasks for corridor planning
- Inventory and survey bicycle lane projects for "before and after" results; survey bicycle signage and parking locations to update databases